MOBILE POS

- USER MANUAL -

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MOBILE POS

Introduction

Mobile POS is a product that enables stewards in a restaurant (or any other F&B outlet) to take an order from the guest electronically on a hand-held wireless PDA device.

Mobile POS is targeted at F&B Outlets and would greatly reduce the hassles associated with the traditional way of order taking on paper and then traveling to the Kitchen to place the order. The moment order is saved on the hand held device, it is transmitted wirelessly & printed at the kitchen(s) (which might be located at a distance).

Mobile POS uses Wi-Fi technology and is compatible with MS windows for mobile pocket PC platform and Microsoft Windows Terminal Services.

The new product besides enhancing image of the restaurant and increasing guest satisfaction levels also helps the management in optimally utilizing the steward's time to remain more focused in serving the guests rather than mundane task as well as reduce F&B overheads involved with auditing of manual KOT system.

Most importantly, Mobile POS by ensuring instantaneous and error free transmission of order helps restaurants increase guest satisfaction.

FEATURES

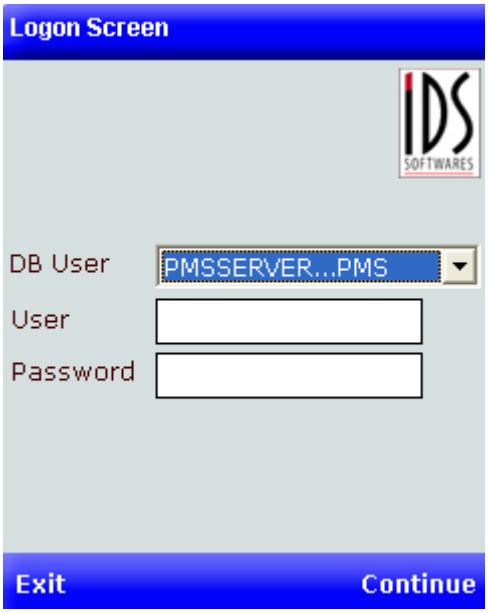
The key features of the product include:

- Paperless
- Wireless
- Handheld Order Entry
- Multi-level Item Modifiers
- Multi-Outlet Handling.

The product finds application in fine dining restaurants (individual or part of some hotel), discotheques, lounge bars, resorts, roof top restaurants and any outlet where kitchen is at a distance.

Procedure

1. Double-click on **PDAT100.EXE**. The following screen appears.



2. Select the **DB User** from the dropdown list.

3. Enter the **User Name** and **Password** on the keypad displayed on the screen and click **Continue** to login to the application.

Outlet selection window will display only **Normal** and **Fast Food** outlet types. On the top right hand side of the screen you can view the **Current Date** and the **User Name**.

Note:

In PDA - ROOM SERVICE, SHOP, BAKERY TYPE and **BANQUET** Outlet types are restricted.

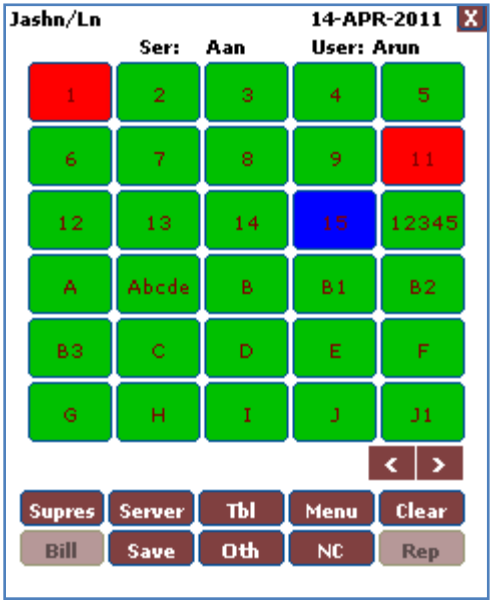
4. Click on the Outlet name to select the required **Outlet**.

   Once the **Outlet** is selected, **Server Selection** window appears as shown below:

On the top of the screen (Left side) you can see the name of the outlet selected along with the current applicable session name.

5. Select the **Server Name**.

   Once the Server name is selected, **Table Selection** window appears as shown below.

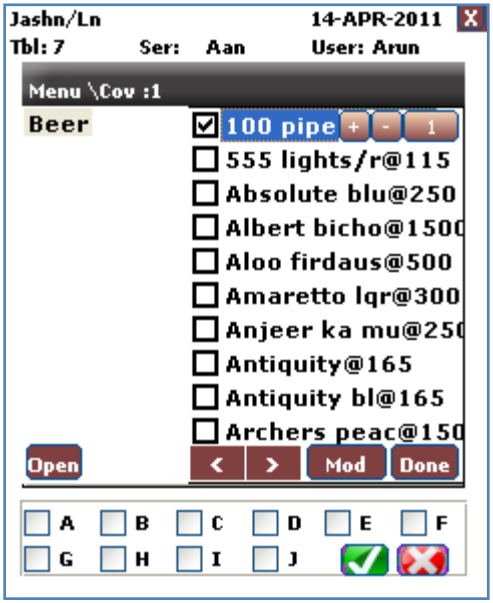


If you want to select a different **Server** click
.

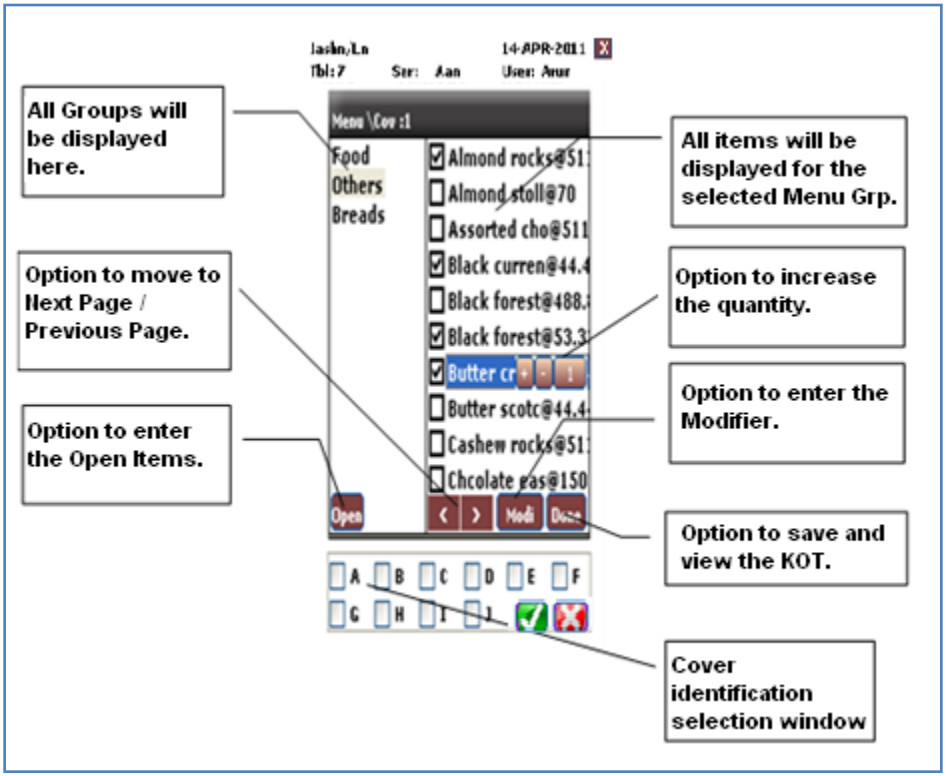
Note: Table color legends:

- Table highlighted in **GREEN** color indicates that the Table is **vacant**.
- Table highlighted in **BLUE** color indicates that the table has been **billed**.
- Table highlighted in **RED** color indicates that the **Table is occupied**.

6. Click on the **Table Number** for which you want to place an order. Once the **Table Number** is selected, **Menu Group/Menu Items** window appears. Menu Groups are shown on left side. Select the menu groups to display the items.



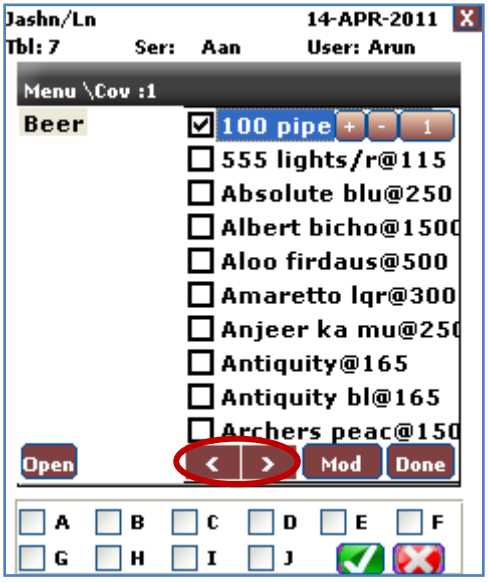
Note: The **Server Name** and the **table number** appear at the top of the screen.


All Groups will be displayed here.
Option to move to Next Page / Previous Page.
Option to enter the Open Items.
All items will be displayed for the selected Menu Grp.
Option to increase the quantity.
Option to enter the Modifier.
Option to save and view the KOT.
Cover identification selection window
Menu \Cov :1
Food
Others
Breads
Open
Modi

In **Order Entry** Screen, **Groups** will appear on the left hand side and **Item Names** will appear on the right hand side.

Main Order Screen

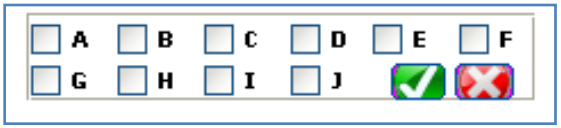
1. Click on the related **Group** and select the checkboxes of the **Items** to be selected. Click **next (>)** to view the **Next** Page of items.



Multiple **Items** can be selected within a **Group**. When an item is selected, you get the option to **increase** or **decrease** the selected item quantity.

By default **Qty** will be **one**.

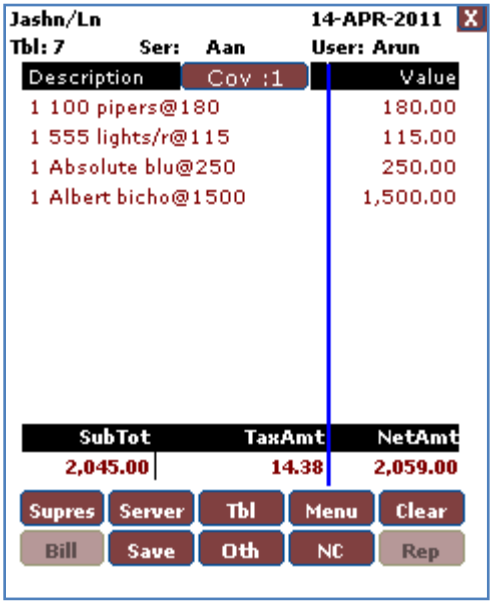
You can select the **Cover Identification**. The seat numbers for each table are identified using the ABCD options as shown below. Using this option you can identify what menu items have been ordered and served to each cover.



2. Once you select the items click Done.

When you click **Done**, you can view the selected items details on the left side of the screen and the value of the items on the right side of the screen.

At the end of the items list, the total value of all the items, total tax amount and the net amount is displayed.



Cover Selection

Click Cov :1 **. Cover** selection option is used to identify the **Pax** ordered for specific item. **Cover** selection is optional. When you click **Cover** the following screen appears:

Press the number keys to enter the number of covers. Maximum 3 digits are allowed. The number of covers selected will show in the space highlighted in the screen shot above.

Click <- to delete the numbers selected.

Click + to increase the cover number.

Click - to decrease the cover number.

Click OK to save your selection and exit.

Click to exit the screen without saving your selection.

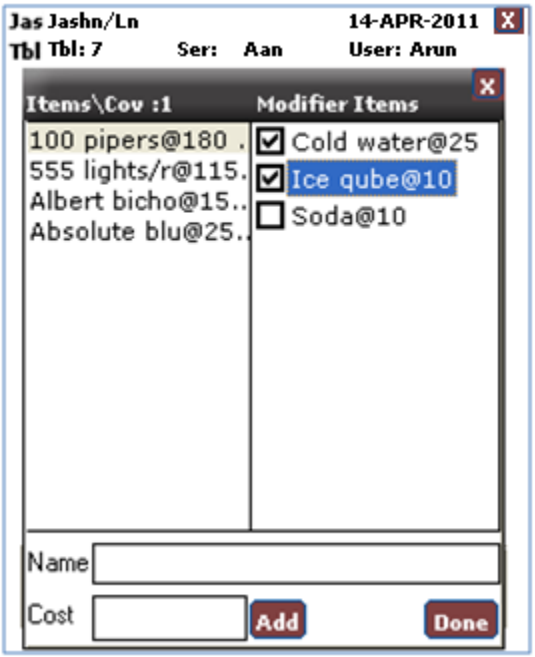
When you select the covers and press **OK** the system will display the **Sub Total, Tax Amount** and the **Net Amount** screen as shown below:

Menu

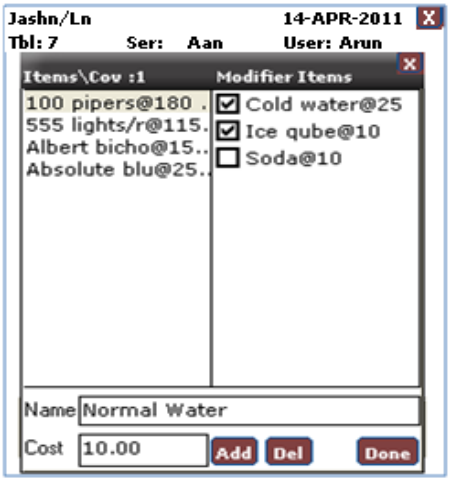
If you want to add more menu items to the KOT click Menu. You can also add any **open items** or **modifiers** using this option.

Modifier

a. Click Modi to add any modifier items to the selected items. The following screen appears:



On the left side of the screen all the selected items will be listed. If there are any predefined modifiers, they will be listed on the right side of the screen.



b. Click **ADD** to **Accept**.

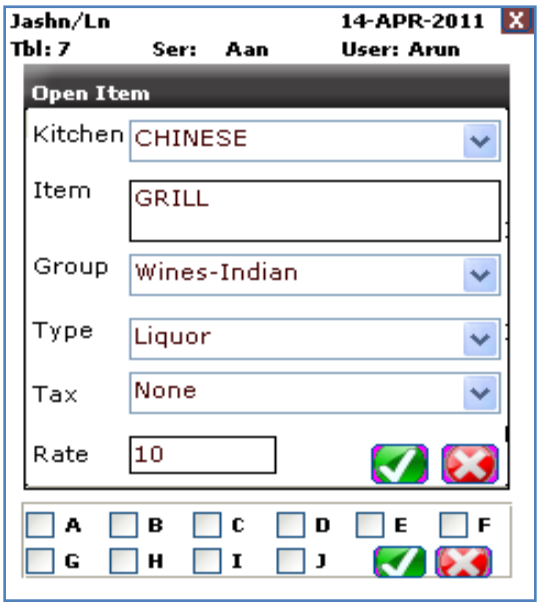
c. Click **Done** to go back to the **Main Order Screen**. The following screen appears with the modifier details

Open Item

This option is to enter the details of items that are not listed in the Menu items.

Click

to enter **Open Item** information. The following screen appears:



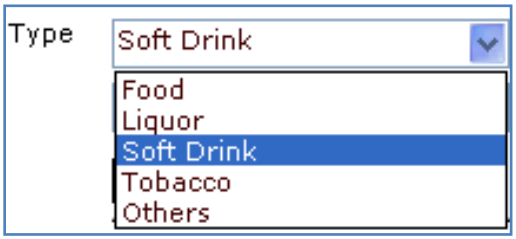
To Add an **Open Item** to the menu:

a. Select the **Kitchen** from the dropdown list provided.

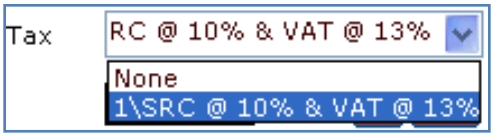
b. Enter the Item name in the **Item** field.

c. Select the **group** to which the item belongs.

d. Select the item type from the **Type** dropdown list.



e. From the **Tax** field select if the tax is applicable to the item else select option **None**.



f. Enter the rate of the item in the **Rate** field.

g. Click once all the information is entered.

h. Click **Done** to save the records.

Open Modifier

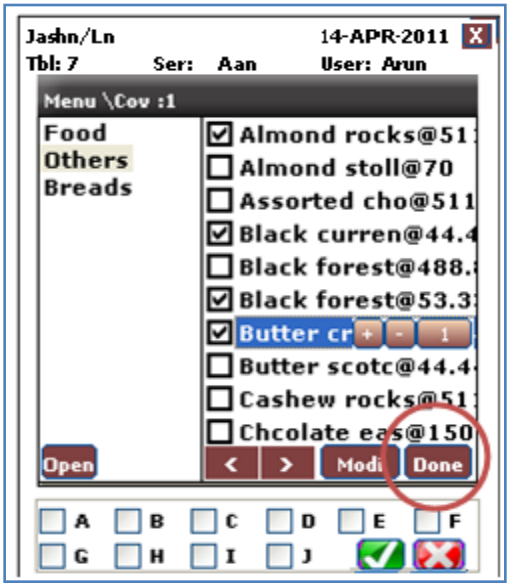
Predefined Modifier will be displayed on the right side of the screen. You can add the **Open Modifier** for the respective item.

To enter the **Open Modifier** for an item:

a. Enter the **Name** and **Cost applicable**.

b. Click **ADD** to **Accept** the **modifier**.

c. Click **Done** to go back to the **Main Order Screen**.



d. Click **Done** To View the **KOT** as shown below:

- **C** option is used to make the Item as **Complimentary.**

  (The Hotel has the authority to provide items as complimentary based on its discretion. Guests are not charged for these items. Such items are known as Complimentary Items).

  Select **C** option again to untag the status from Complimentary to Normal as chargeable.

- **+** Option is used to **Increase** the item **Quantity**.

- **-** Option is used to **Decrease** the item **Quantity**.

- **1 –** This option displays the Quantity and changes according to the required Quantity. Once you enter the Quantity with **+** option, click **Done**.

- **X** option is used the **Delete** the Item from **KOT.**

Supres (Supplier Restaurant)

This option is to select items from a different outlet which are not listed in the existing outlet menu. The **KOT** may include few items from a different outlet, in such cases select this option to navigate to the other outlet and add items to the KOT.

Note: The table has to be selected first from the main outlet, and then if you want to add any other items from any other outlet, this option has to be selected.

1. Click Supres. The following screen appears:

2. Select the **outlet** from where you want to add items.

3. Select the **Server name**.

4. Select the **items** and click **Done**.

You will be back on the main outlet screen.

5. Click **Save** to order the **KOT**.

Others

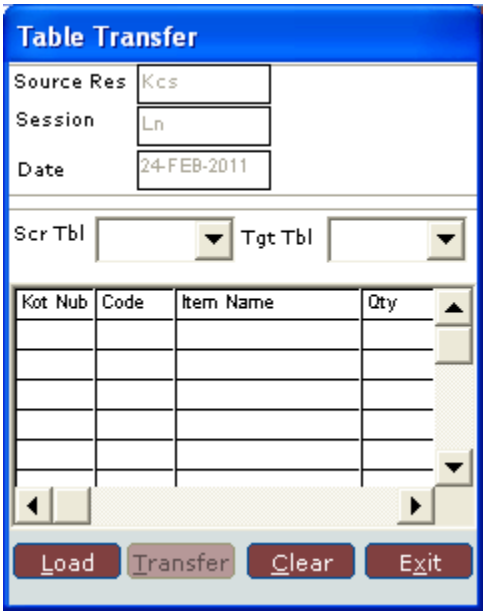
Click

for additional options as shown below:

You have two options:

- **Change Restaurant –** This option is to change the **outlet** from one to another.

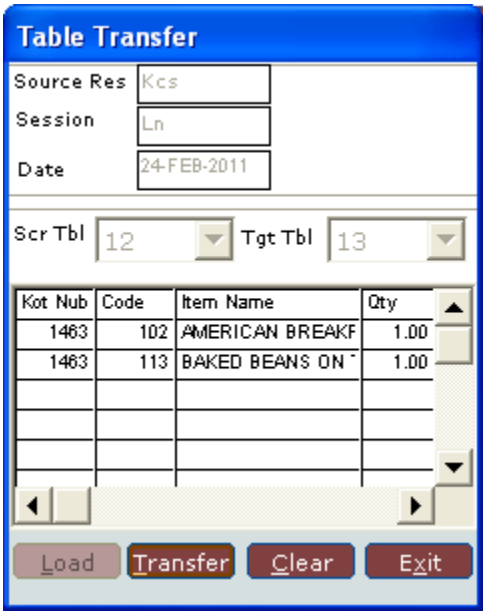
- **Table Transfer –** This option is to transfer the KOT from one table to another when the table is changed.



1. Select the source table from the **Scr Tbl** dropdown list.

2. Select the table number to which the KOT has to be transferred from the **Tgt Tbl** dropdown list.

3. Click **Load**. The **KOT** details appear on the screen.

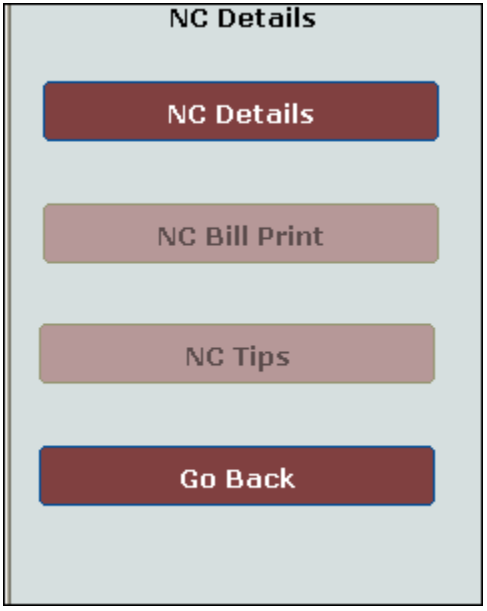


4. Click **Transfer**.

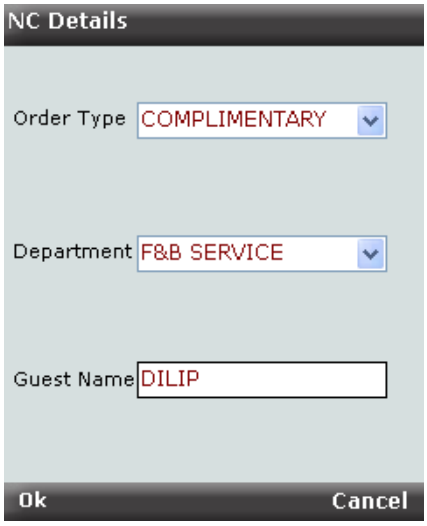
5. Click **Exit** from the other option.

NC (Non Chargeable) Sales

Click Nc to add non chargeable sales details in the NC Bills.



1. Click **NC Details** and select the option NC order types from the **Order Type**.
2. Select the **Department** and enter the **guest's name**. Or,
3. Click Go Back to go back to the main screen.



4. Click **Ok**.

Note: The **NC DEPT** and **Guest name** is displayed as shown above.

5. Select the **Server name**, **Table**, **Items** and **Save** as explained above.

6. Click

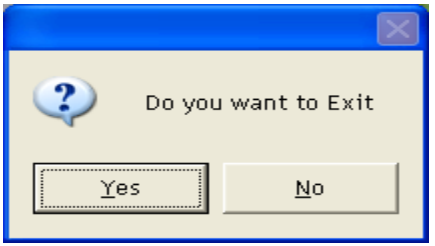
to go back to the main screen.

7. Click

to complete the **KOT** Operation.

8. Click

to logout from the application. The following screen appears:



9. Click **Yes**.

Modifying the Existing KOT

Note: Modifications can be done on **Active KOTs** only.

1. Click on the **TBL** option.

2. Select the required **Table** (Occupied tables are highlighted in **RED** color).

3. Make the modifications as required (example: adding an Item, deleting an item from the KOT, adding Modifiers, changing quantity etc.).

4. Click **Save**.

Note: **SAVE** option is mandatory after each operation.